

United States Bankruptcy Court
Eastern District of Virginia
Richmond Division

TO:
Thomas P. Finn

In re: Circuit City Stores, Inc.

Case Number 08-35653-KRH
Chapter 11

YOU ARE ADVISED AS FOLLOWS CONCERNING PAPERS FILED BY YOU WHICH CONTAIN DEFICIENCIES:

8546 – Motion to Appear Pro Hac Vice filed by Thomas Paul Finn of Wagner & Finn on behalf of Carole Kaylor. (French, Suzanne)

REQUIREMENTS OF FORM/PROCESS:

- ___ Not accompanied by "Request for Waiver to File by Computer Diskette or Conventionally."* Parties represented by attorneys and governmental units and institutional entities must file via the Internet or complete and file a Request for Waiver in order to file by computer diskette or conventionally. Future noncompliant filings will be forwarded to the Court for determination/appropriate action.
- ___ Please prepare and submit to the Court an Order Extending Stay, which may be obtained from the Court's web site at www.vaeb.uscourts.gov under Bankruptcy Forms.*
- ___

MOTION FOR EXPEDITED HEARING [LBR 9013-1(N)]:

- ___ Not accompanied by Certification Regarding Request for Expedited Hearing*.
- ___

MOTION FOR RELIEF FROM STAY AND/OR CODEBTOR STAY [LBR 4001(a)(1)]:

- ___ Not accompanied by proof of service indicating service of motion upon parties required to be served.
- ___ Notice as required by LBR 4001(a)-1(C) not clearly stated or conspicuously provided in motion.
- ___ Caption of codebtor stay does not clearly state the subsection of 11 U.S.C. 1301 under which party is proceeding.
- ___

NOTICE OF MOTION OR OBJECTION/NOTICE OF HEARING:

- ___ Official Form 20A* – Notice of Motion or Objection. The Notice must be in substantial compliance with the official form and must accompany the Motion or Objection when filed.
- ___ Official Form 20B* – Notice of Objection to Claim. The Notice must be in substantial compliance with the official form and must accompany the objection when filed.
- ___ Date, time and/or location omitted or incorrect in Notice of Hearing.
- ___ Notice of Hearing/Response not properly linked to Motion/Application/Objection
- ___

**A copy of the above-referenced forms may be obtained from the Court's web site at www.vaeb.uscourts.gov*

Date: September 13, 2010

CLERK, UNITED STATES BANKRUPTCY COURT

By /s/ Suzanne French, Deputy Clerk
Direct Dial Telephone No. Your telephone number